



**Department of Housing and Community Development**

**September 15, 2006**

**NOTIFICATION OF VACANCY**

**PROJECT ANALYST FOR HOUSING PROGRAMS**  
**(Program Administration Specialist I)**

**POSITION #00318**

**LOCATION:**

**501 N. 2<sup>nd</sup> Street**  
**RICHMOND, VA 23219**

**HIRING SALARY:**

**\$30,000 - \$40,000 Annually**

**DUTIES AND RESPONSIBILITIES:**

The Virginia Department of Housing and Community Development is seeking a detailed Housing Program Analyst to be responsible for the payment requests for multiple housing related grants to include SSG, ESG, TANF, HOPWA and HOME. Other responsibilities include providing customer service and technical assistance to grantees; tracking allocations and disbursement of funds; maintaining fiscal records and files; preparing reports, processing project close-out activities and reconciliation and assisting in the development of training programs.

**QUALIFICATIONS GUIDE:**

Strong skill and competency in EXCEL and ACCESS database programs. Knowledge and experience with grant set-ups, draw downs and federal IDIS system. Experience in tracking grant requests and payments. Accurate and thorough record keeping and data entry skills are essential. Ability to analyze financial records and determine grant status; to understand program requirements regarding grant draw downs and expenditures and provide status reports to other staff; and to communicate effectively orally and in writing. Strong customer service skills. Associate degree in accounting or related field preferred. Experience with financial record keeping or bookkeeping or equivalent combination of training and experience.

***TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM AT <http://jobs.virginia.gov/> BY SEPTEMBER 29, 2006.***

***For additional information contact our Human Resource Office, at (804) 371-7000  
Equal Opportunity Employer***